ECHS

March 21, 1940

Circular Letter No. 203

To : Superintendents of Schools

Re : PROPOSED PLANS FOR ENGLISH INSTITUTE FOR SUMMER SESSION 1940.

Ladies and Gentlemen:

For obvious reasons, the Department is very much interested in having its teachers become as proficient as possible in the use of the English language. One of the means by which we hope to accomplish this end is the English Institute, offered for the past two years during the summer sessions at the University of Puerto Rico and at the Polytechnic Institute.

This year the Department of Education in cooperation with the University of Puerto Rico is making plans to offer only one English Institute during the coming summer session. If our plans carry through, this Institute will be held at the Polytechnic Institute at San Germán. Courses will be offered to both men and women. The Polytechnic Institute has a dormitory for men and one for women. We are planning to offer some courses in Education, so that those teachers who may wish to take Education courses and also enroll in the Institute may do so.

The estimated cost of attendance at the Institute will be $50.00; this will include fees covering six (6) semester-hour credits of work, room and board, library and secretarial fees, etc.

We should appreciate it if you would point out to the teachers in your respective districts the advantages of attending such an Institute and urge them to attend, if possible.

This Institute will provide for the better preparation of our teachers of English and those using English as a medium of instruction through improved methods of teaching, courses for the improvement of spoken and written English, educational and recreational activities for fluency in conversation, and through an increased knowledge of the life, customs, and institutions of continental United States.

We plan to offer courses at the Institute for high school teachers, if enough of them wish to attend.

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Please find out how many of your teachers would be interested in attending an English Institute during the coming summer session and include their names in the attached form, which should be returned to the Department on or before Friday, April 5, 1940.

Very truly yours,

(Signed) O.B. IRIZARRY CALDER
Acting Commissioner of Education

REPORT ON NUMBER OF TEACHERS WHO WISH TO ATTEND THE ENGLISH INSTITUTE DURING THE SUMMER SESSION 1940.

District of_____

Name of Teachers	Type of Teacher (English, Elem., Rural, High)	Courses Desired (Elementary, High)

_____
Signature--Superintendent